

Mrs Fiona Grüneberg BEd (Hons), MA, AMBDA, SpLD APC (PATOSS)

Dyslexia and Dyscalculia Teacher and Assessor

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Who we are

This privacy notice is written for Dyslexia Tests and Tuition (Otford) and covers assessments (both for dyslexia and dyscalculia) as well as tutoring services. We take your privacy seriously. In this Privacy Policy we've provided lots of information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

The person responsible for data collection and processing is Fiona Grüneberg (ICO reference: ZA037430). If your child is having tutoring from someone other than Fiona, personal data (as relevant) will also be shared with your child's tutor.

Types of data we collect

Client/learner information

In order to provide specialist tutoring / assessment, a range of information may be collected to enable this to happen. This may include:

- Personal identifiers and biographical information, for example date of birth
- Contact details – for example home address, email address and telephone number
- Sensitive personal data - for example, details of why an individual seeks an assessment, details of a disability or specific learning difficulty, details of support a client/learner may have had in the past, assessment data, and notes written during and after support or assessment sessions or after other contact with client/learner
- Dates of meetings held with a client/learner
- Family Details – for example details of other family members with whom a client/learner or a client/learner's school/college/workplace have given me consent to liaise

Why we collect this information

Any information collected will be for the primary purpose of informing the teaching programme or assessment.

Who might we share this information with?

Information will only be shared with yourselves as parents / guardians unless written consent is received to share this more widely. Once a student reaches age 16, they also need to provide consent for information to be shared.

If your child is working with one of my team of tutors, information will also be shared with them.

Access to your personal information.

You are entitled to view, amend, or delete the personal information that we hold. Email your request to Fiona: fiona@dyslexiatests.org

Note: Requests from clients/earners to delete data relating to an individual will be considered on a case-by-case basis but we may be unable to remove all some records e.g. assessment records for legal reasons.

Do note that assessment information is not kept indefinitely (generally until the child assessed turns 27). It is therefore your responsibility to ensure you download and keep a copy of the assessment report.

Records for students that have been tutored will generally be kept for 3 years after the end of tutoring, with financial records being kept for 6 years. Exceptions will be those governed by other regulations e.g. safeguarding concerns / HSE requirements.

Where information is stored and accessed.

Paper copies of assessments are archived in a locked cabinet. Electronic copies are generally stored on the Microsoft Cloud as well as Google Drive. Booking data is also held within my website (managed by Wix). Occasional use is made of memory sticks if working remotely, or my laptop (if connection to the Cloud fails).

All laptops / mobile phones used to access and process data are password protected. Reports will be sent password protected, with the password being emailed separately. If a client requests a copy that is not password protected, they accept responsibility for this decision.

Changes to this Privacy Notice

This policy was reviewed on 2nd September 2026.